

50130-04
APPLICATION FOR RECORDS RETENTION SCHEDULE**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1/24/85	1. Agency Address Georgia Ports Authority Personnel Department Post Office Box 2406 Savannah, Georgia 31402	Application Number 87-25	
Application Number 123		Date Received JAN 30 1985	Date Completed JAN 30 1987
2. Person to Contact Ray Smiley		Working Title Personnel Manager	Telephone Number (912) 964-3966
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978		5. Records Series Title (followed by title used in office, if different) Terminated Employee Personnel File (Ineligible for Rehire)	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Personnel Office is involved in internal and external advertising, recruitment, interviewing and testing. Conducts salaried applicant interviews. Directs wage and benefit surveys. Directs benefit administration. Performs range and scale adjustments. Recommends benefit changes. Directs internal relations programs such as field and exit interviews, service pins, performance awards, employee committee, newspaper, newsletters, suggestion program, employee gifts, sports, parties and promotional clothing. Conducts grievance hearings, employee and supervisor counselling and employee assistance program. Advises management regarding employee morale. Directs preparation of required federal, state and internal reports and studies. Conducts affirmative action program. Advises management on changes to personnel policy and procedures. Prepares annual budget for department and monitors expenses. Directly reports to Director of Administration.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. An individual's employment with Georgia Ports Authority. Application for employment, summary card identifying job class, promotions and pay increases, withholding information, testing information, Personnel Action Forms, Employee Performance Evaluation sheets, letters of reference and insurance documents. By section; applications in front, personnel action forms arranged chronologically, letters of reference and insurance in back.	
8. Monthly Reference Rate One to six months old _____ 1 _____; Seven to twelve months old _____ 0 _____; Thirteen to twenty-four months old _____ 0 _____; twenty-five months and older _____ 0 _____ ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ 1/2 box			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	50 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	3 _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Due to Policy # 600-61-3, employees terminated for reasons outlined in policy are never considered for reemployment. Considering employment at age 18, 50 years should serve for a normal life span for an individual in active employment.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 _____ year(s); then
- ☒ Transfer to local holding area, hold 45 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	1/24/85	Carol Moseley	1/25/85
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1-14-87
		Secretary of State/Designee	1/12/87
		Attorney General/Designee	1/27/87